

APPROVED



**COMMISSION ON CORRECTIONAL PEACE OFFICER
STANDARDS AND TRAINING**

**CPOST Commission Meeting
November 7, 2002
CPOST Headquarters**

Commissioners Present

Commissioner Mike Knowles, Interim
Secretary
Commissioner Dennis Kent
Commissioner Bob Kirchner
Commissioner Vivian Crawford
Commissioner Carlos Sanchez

Alternate Commissioner Sharon Jackson
Alternate Commissioner Kirby Schmitt
Alternate Commissioner Sharon Lamar
Alternate Commissioner Nancy Baldwin
Alternate Commissioner Yan Sum Dominguez

Commissioners Absent

All Present

Executive Staff Present

Doug Peterson, Interim Executive Director
Evonne Garner, Apprenticeship Manager
Laurel Alvarez, STSD Manager
DeLesa Swanigan, Administration Manager

Jim Ham, Research Program Specialist
Carolyn Pritchard, Staff Services Analyst
Merrie Wilson, CPOST Support Staff

I. Introductions

The regular meeting of the Commission on Correctional Peace Officer Standards and Training (CPOST) was called to order by Chairman Doug Peterson at 9:33 a.m. at CPOST Headquarters, 3161 Dwight Road in Elk Grove, California.

II. Election of CPOST Officers

Election of CPOST Interim Secretary was postponed at the August meeting because the item was not included on the agenda. A recommendation from the Commission was made to elect Mike Knowles as Interim Secretary.

Motion: To elect Commissioner Knowles as CPOST Interim Secretary.

Made by: Commissioner Sanchez and duly seconded

Motion: Adopted

A recommendation from the Commission was made to elect Doug Peterson as CPOST Interim Executive Director.

Motion: To elect Doug Peterson as CPOST Interim Executive Director.

Made by: Commissioner Sanchez and duly seconded

Motion: Adopted

III. Approval of Meeting Minutes

The following corrections were made to the draft September 17, 2002 and August 8, 2002 minutes.

September 17, 2002

- On page one, second paragraph which states, "Chairman Doug Peterson informed the Certified Shorthand Reporter that it was not necessary for him to record the meeting and was told to leave." That sentence will be changed and will read, "Chairman Doug Peterson informed the Certified Shorthand Reporter that it was not necessary for him to record the meeting and was excused."

August 8, 2002

- To delete Alternate Commissioner Linda Smart as being present at the August 8, 2002 Commission meeting. Linda Smart resigned from CPOST Commission in June of 2002.

Motion: To approve the September 17, 2002 and August 8, 2002 minutes as amended.

Made by: Commissioner Kent and duly seconded

Motion: Adopted

IV. Presentations by CPOST Staff

Administrative Services Division

DeLesa Swanigan, Manager for the Administrative Services Division, informed the Commission of Budget Letter 02-13 (Statewide Vacancy Reduction Plan) and Budget Letter 02-20 (Budget Reduction Plan). CPOST lost an AGPA position in the Apprenticeship Services Division and CPOST will have to reduce their budget by \$443,000. If CPOST's reduction is imposed by the Department of Finance, CPOST will have to reduce their operating budget by \$117,000 this

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fiscal year, and \$326,000 next fiscal year, the result will be the elimination of the Apprenticeship Services Division.

Commissioner Knowles requested that the Commission receive copies of Budget Letter 02-13 (Statewide Vacancy Reduction Plan) and Budget Letter 02-20 (Budget Reduction Plan).

Apprenticeship Services Division

Evonne Garner, Manager for the Apprenticeship Services Division, informed the Commission that staff continue to train all indentured cadets at all of the training academies. Staff also continues to provide on-site apprenticeship program training to each Local Apprenticeship Subcommittee. Training is scheduled to conclude in January of 2003. The Apprenticeship Services Division has processed retroactive certifications for approximately 600 qualified veterans and 50 applications for newly hired veterans. Staff continues to process monthly certificates for all qualified veterans.

Selection and Training Standards Projects

Laurel Alvarez, Manager (A), Selection and Training Standards Division, informed the Commission of current projects the division is working on:

- *Parole Agent Series Job Analysis and Training Standards Project*
On 9/20/02, CPOST met with the union to discuss the best method of distribution and to solicit their support on this project. The union wanted some time to review the questionnaires; CPOST will schedule another meeting once the meetings with CYA and CDC take place.

CPOST met with CYA and CDC on October 1, 2002 to discuss the best method of distribution. Parole agents in CYA and CDC will attend a meeting at which time they will complete the questionnaires. The target date for distribution of the questionnaires is January 2, 2003. Once the questionnaires are returned, they will be analyzed and the next phase of setting selection and training standards will begin.

- *Stress Reduction Pilot Project (SRPP)*
On October 2, 2002, CPOST staff and HeartMath representative Joseph Sundram met with CCPOA chapter presidents from Karl Holton, N.A. Chaderjian, O.H. Close, and DeWitt Nelson. Chapter presidents were provided an overview of SRPP project. Additionally, CPOST requested their support and input on improvement to the implementation plan.

In the near future CPOST will meet with management and chapter presidents to begin the process to advertise for 100 volunteers and arrange for logistical

support to conduct the pre-test assessment. CPOST will provide various resources such as flyers and letters to assist in the advertising process.

- *Correctional Officer, Correctional Sergeant, Correctional Lieutenant Job Analysis and Training Standards Project*

On October 24, 2002, CPOST and SPB staff met with CCPOA to discuss the Correctional Officer, Correctional Sergeant, and Correctional Lieutenant job analysis and training standards project. The union was provided with an overview of the job analysis process and CPOST requested subject matter experts from the union to participate in focus group and the advisory panel meetings.

CPOST has a meeting scheduled with CDC for November 13, to discuss the Correctional Officer, Correctional Sergeant, and Correctional Lieutenant job analysis and training standards project. At this meeting, CPOST will request subject matter experts from CDC to participate in focus group and the advisory panel meetings.

- *Fire Fighter and Fire Chief Job Analysis and Training Standards Project*

CPOST is in the process of setting up meetings with CCPOA and CDC. The goal is to have these two meetings completed by December 2002.

- *CDC Parole Academy Evaluation*

CPOST is in the process of evaluating CDC Parole Academy. Graduate students from CSUS are assisting on this project. The Parole Academy will end on November 22, 2002 and CPOST will complete the report by the next Commission meeting, which is scheduled for December 12, 2002.

Authorization to Sign Contracts

A proposal was provided to the Commission asking for the authorization of the Executive Director and, at his direction, the Administrative Services Manager to approve contracts on behalf of the Commission. On July 22, 2002, CPOST was informed by their counsel, Ms. Marybelle Archibald, Deputy Attorney General, that in accordance with the State Contracting Manual, state boards and commissions either have the authority for their executive officer to sign contracts or the authority is provided by resolution, order or motion. Regrettably, up to now CPOST has not been in compliance with this regulation. The former Executive Director ceased signing any contracts until the Commission provides proper authority.

Motion: To move with the resolution that was presented before them, the only caveat is that this issue be extended and be reviewed in February of 2003.

Made by: Commissioner Kirchner and duly seconded

Motion: Adopted

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Kenya Dogan

V. Appeals and Grievances Committee Report
Presented by Commissioner Bob Kirchner, Appeals and Grievances Committee Chair

Commissioner Kirchner, Appeals and Grievances Committee Chair, informed the Commission that the Appeals and Grievances Committee has not had a meeting since the last Commission meeting. Commissioner Kirchner asked the Commission for volunteers to be a part of the Appeals and Grievances Committee because they are missing management committee members.

Motion: To appoint Alternate Commissioner Jackson, Alternate Commissioner Schmitt and Alternate Commissioner Baldwin as committee members for the Appeals and Grievances Committee. Commissioner Kirchner and Alternate Commissioner Jackson as the primary-voting members. Alternate Commissioner Schmitt and Alternate Commissioner Baldwin as the alternate voting members.

Made by: Commissioner Kirchner and duly seconded

Motion: Adopted

Commissioner Kirchner asked that the Commission grant credit to No. 01-04. The apprentice has a Bachelor's Degree from California State University in Sacramento, and according to the apprenticeship requirements an apprentice can be approved for four weeks and/or 160 hours towards their apprenticeship program.

Motion: To approve the Appeals and Grievances Committee recommendation to grant credit to No. 01-04.

Made by: Commissioner Kirchner and duly seconded

Motion: Adopted

VI. Curriculum Review Committee Reports
Presented by Lt. Pietro DeSantis, Curriculum Review Committee Chair

Lt. DeSantis, Curriculum Review Committee Chair, reported the business conducted by the CPOST Curriculum Review Committee during the period of August 8, 2002 through November 6, 2002. During that time, the Committee reviewed 142 lesson plans from both departments. Attached is Lt. DeSantis report on the recommendations of the reviewed lesson plans.

Lt. DeSantis informed the Commission that on August 26, 2002, the Curriculum Review Committee met and established a Subcommittee to develop lesson plan testing standards. The results of their work will be reported later.

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The task group comprised of representatives from the Department of Corrections, Department of Youth Authority, CPOST Executive Board, Curriculum Review Committee, and CPOST staff met on October 22 and 23, 2002, to review the processes used by CPOST and the Curriculum Review Committee for submitting and reviewing lesson plans. This issue will be presented to the Commission at the December 12, 2002 meeting for their approval.

Lt. DeSantis informed the Commission that the Committee has set meeting dates through June 30, 2003. The dates are:

- January 8, 2002
- February 19, 2002
- March 12, 2002
- April 9, 2002
- May 7, 2002
- June 11, 2002

Motion: That the Curriculum Review Committee report as submitted by Committee Chairman DeSantis be accepted in its entirety with minor corrections.

Made by: Commissioner Kirchner and duly seconded

Motion: Adopted

Gary Parks, Training Officer II at the Department of Youth Authority Training Center expressed his appreciation to the Commission on behalf of the Youth Authority Training Services Division. All Youth Authority staff members involved in the design, production, and delivery of CPOST approved curriculum appreciated the recent actions that the Curriculum Review Committee and the Commissioners took to support their efforts to restructure their basic academy program of instruction and how they expedited their transactions with the Curriculum Review Committee.

VII. Phone Vote on Modification to CYA Basic Correctional Peace Officer Academy

In October the Commission held a phone vote on the modification to CYA Basic Correctional Peace Officer Academy. Lt DeSantis asked the Commission to confirm the phone vote.

Motion: To approve the phone vote which was unanimous for the modification of CYA Basic Correctional Peace Officer Academy.

Made by: Commissioner Kirchner and duly seconded.

Motion: Adopted

VIII. CPOST Committee Structure and Revision of CPOST Operating Procedures

Commissioner Knowles scheduled a special meeting for December 11, 2002 to allow the Commissioners time to finish the revisions to CPOST Operating Procedures. Staff will present their recommendations to the Commission regarding CPOST Rules and Regulations.

Commissioner Sanchez requested that the Commission receive a detailed report from the Executive Director on the status of all of CPOST personnel activities. Pending receiving that report, that CPOST do not make any significant changes to their allocation levels or to their appointment levels until the Commission has had an opportunity to act and review the report.

Motion: To hold all changes to CPOST allocation levels or their appointment levels until the Commission reviews the detailed report at the next Commission meeting.

Made by: Commissioner Sanchez and duly seconded

Motion: Adopted

XIII. Adjournment

The meeting was adjourned at 11:04 a.m.